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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Meat and Poultry Inspector Trainee** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. COMPREHENSION OF WRITTEN INFORMATION****(12 Questions)**

Employees in this job must follow inspection procedures outlined by the Federal and State Departments of Agriculture to ensure that meat processing facility operations are conducted in accordance with federal and state rules and regulations. This section of the exam tests your ability to read, understand and follow written instructions. Applicants are presented with two written instructions passages in this test section. These instructions are complex and require attention to detail. All information needed to answer questions in this test section is presented explicitly to the applicant.

Meat and Poultry Inspector Trainees are trained in the meat and poultry inspection standards after hire. Orientation and training require that employees be able to read and comprehend information contained in training, personnel and policy manuals. Thus, this exam section also tests your ability to read and comprehend technical written material as well as your ability to deduce and interpret the basic meaning or key concept of the information presented. In addressing the test content, employees may need to infer an unstated idea, assumption, or conclusion from the context of the information.

**II. MATH****(12 Questions)**

Employees in this job must be able to solve mathematical problems to determine if meat and poultry products contain excessive amounts of additives that violate established governmental regulations. This section of the exam presents questions that test your ability to compute ratios and percentages, use and convert English and metric measurements, and perform calculations involving decimals and fractions.

**III. SCIENCE****(14 Questions)**

Employees in this job must have a basic knowledge of biology to understand how product contamination occurs and to identify harmful bacteria found in meat and poultry products. Meat and Poultry Inspector Trainees are expected to interpret laboratory test results from residue sampling. Employees also determine the formulation of ingredients in meat and poultry products to ensure compliance with state and federal regulations. Your knowledge of biology and chemistry and the ability to apply that knowledge are tested in this section. Test question topics include:

- Pathogenic transfer;
- Bacteria;
- Characteristics of chemical compounds and states of matter;
- Methods of removing germs from the laboratory environment;
- Terminology of chemistry and biology.

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#### **IV. COMMUNICATION SKILLS**

**(10 Questions)**

Following inspections, employees are expected to write and submit reports regarding their findings. The ability to use correct grammar and appropriate terminology is essential to this job task. Employees must utilize good listening skills when conducting processing plant and slaughterhouse inspections. The questions in this section of the exam tests your ability to complete basic reports, present information in a logical, coherent format and your ability to use appropriate vocabulary and grammar. Test question topics include:

- Completion of standardized report forms;
- Listening skills,
- Noun-verb agreement

#### **V. INTERPERSONAL SKILLS**

**(10 Questions)**

When conducting inspections, employees must be able to use interpersonal communication skills to put plant staff at ease. Employees must also be able to maintain a professional attitude in potentially stressful and hostile work situations in the field. Further, employees are expected to foster and maintain positive, professional relationships with their coworkers and supervisors. In this section of the examination, work scenarios are presented to the applicant that require a determination of the best course of action to take in responding to suggestions, work errors, deadlines, hostile clients, etc.

#### **VI. OBSERVATION SKILLS**

**(12 Questions)**

The ability to observe plant personnel activities and environmental conditions, and recognize and note hazardous practices or conditions is essential to successful job performance as a Meat and Poultry Inspector Trainee. This exam section test your ability to examine depicted hypothetical situations and recognize critical details of a situation or environment.